

Rules and Regulations

OF THE

CARBONDALE PUBLIC LIBRARY

(The Young Men's Library Association,

Established 1874)

CITY HALL

CARBONDALE, PA.

January, 1955

NOTICE

The Library is established for the use and benefit of any resident of the area covered by the Upper Lackawanna Valley Community Chest. Its use is entirely free to all residents who comply with the rules made for the government of the Library.

Every registered borrower will receive a copy of these rules, and no violation of them because of ignorance need be pleaded.

The within rules and regulations are subject to alteration, revision or amendment at the discretion of the Board of Directors.

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RULES AND REGULATIONS

LIBRARIAN

1.—The Librarian, under direction of the Board of Directors, is the chief executive officer of the Library. As such, he (or she) shall in person, or by assistant, have direct charge of the Library and its administration in all departments.

He (or she) shall enforce all rules and regulations established for its government, for the care and safety of its property, and for preservation of order in the Library premises.

LIBRARY HOURS

2.—Library hours shall be fixed by the Board of Directors from time to time as they think expedient.

The Library may be closed for a part or the whole of any day by authority of the Board of Directors.

HOME USE OF BOOKS

3.—Any resident of the area covered by the Upper Lackawanna Valley Community Chest will be entitled to borrow books for home use upon signing the proper application and agreement, and furnishing thereon satisfactory reference as to responsibility and fitness.

Blanks for such purpose are furnished at the Library, and must be signed by a property owner or a responsible person.

Children under 7 years of age shall not be entitled to draw books except by special arrangement.

The grant of privileges may be revoked at any time for cause.

BORROWER'S CARD

4.—Each person entitled to draw books from the Library, will be supplied with a library card, inscribed with the registered number, name and residence of the borrower. This card must be presented whenever a book is taken, renewed, or returned; and, if lost, prompt notice must be given at the Library.

Immediate notice of a change of residence or address of the card holder or of the surety must be given and registered at the Library. Neglect to give notice of such changes will subject the card holder to forfeiture of library privileges. Cards must be surrendered when the holders cease to be residents of the above area, or become otherwise not entitled to their use.

Library cards are not transferable and not to be used by any person outside of the immediate family of the proper holder, unless by permission of the Librarian; but card holders may, if necessary, send by another person for books. In either case the holder named on the card, and his (or her) surety, being liable for all damage or loss, if any, that may occur.

The registered holder is in all cases responsible for books drawn by means of the library card by whomsoever presented, and for all fines accrued on the same.

Note.—When a holder loses a card it is better, for his protection, that prompt notice of such loss be given at the Library in order to stop possible use of the card by some irresponsible person.

When not in use borrowers may, if preferred, leave their library card at the receiving desk, where it will be subject to his (or her) call.

ISSUE OF BOOKS

5.—The proper holder of a library card is entitled to the privileges of the Library and to draw for home use not more than two books on any one day.

Books not otherwise labeled may be retained for two weeks, and, upon application at the Library before the same are over due, may be renewed for one week.

One week books are not subject to renewal.

Over due books are not to be renewed unless for given reasons satisfactory to the Librarian.

All books loaned for home use are subject to recall for library purposes.

RESTRICTIONS

6.—Books must be returned on or before the end of the term for which they were loaned.

Borrowers must not exchange books with each other for return, since each book must be returned upon the same card on which it was taken out; nor loan Library books to other persons not residing in the same household. A breach of this rule will be cause for withdrawal of the library card of the person so doing.

A book is not to be exchanged for another on the same day in which it was borrowed, except in case a mistake has been made by the Library attendants.

7.—Unless by express permission or upon invitation of the Librarian, no person other than a library official or employee is to be allowed within the working enclosure of the Library; nor given access to the shelves, excepting to such books as are deposited in the public rooms for general reference and reading.

SPECIAL ISSUE RULES

8.—Persons not residents in the area covered by the Upper Lackawanna County Community Chest (and not included in the terms of rule 3), may have a limited borrowers card and draw books from the Library by making in advance a payment of one dollar for each half year.

REFERENCE USE

9.—Books on the Reference Shelves in the Reading Room are intended only for reference use within the Library.

FINES AND PENALTIES

10.—To protect the Library against loss and to secure to all a just and equitable share in its benefits, a fine of five cents per day, including Sundays and holidays, shall be required for each book detained longer than the rules permit; the Librarian being charged with the collection of these and all other dues to the Library.

Note.—If a book is not returned, the count begins on the date the book is due. Holidays and Sundays are always counted, and other days on which the Library may be closed, are also reckoned, except when such a day happens to be the one on which the count ends. In the latter case the count ends at the close of the first day thereafter on which the Library may be open.

11.—Delinquents will be notified by postal card on the second day after their delinquency has occurred, but the Library is not responsible for failure of notice to reach the person addressed.

No further books may be drawn by the party incurring a fine until it is paid, including the costs of notices, if any, or expense of collection.

12.—There is no obligation on the part of the Library to send notice of delinquency; and failure to receive notice is no excuse for not paying fines. Endeavor will be made, however, to notify delinquents through the mail after two days.

Attention is called to Act No. 140, of the Pennsylvania State Legislature, approved May 22, 1933:

"Section 1.—Be it enacted, &c., That it shall be unlawful to retain any book, pamphlet, magazine, newspaper, manuscript, map or other property belonging in or to, or on deposit with, the State Library, or any free public library which is established or maintained under any law of this Commonwealth, or any public

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